

## OAKWOOD GLEN ASSOCIATION, INC.

### POLICY STATEMENT FOR OPEN FORUM AND BOARD MEETING CONDUCT

The Board of Directors welcomes resident/owner attendance at Board meetings to observe business matters that take place involving the Corporation. We value the insights and input from all owners and ask that you respectfully adhere to the following Policy adopted by the Board of Directors.

The Board of Oakwood Glen Association, Inc. is a policy governance board. This means that we establish policies to guide our decision making ability in order to be accountable to our owners and maintain the community of Oakwood Glen.

In order to give you an opportunity to address the Board, we've set aside a period of time at the end of each meeting (called Open Forum).

At the meeting we ask you to document your issue(s) by completing the *Request to Address the Board* form. This will assist us in tracking and following up on your issue(s) so it can be resolved.

#### **The procedure to participate in Open Forum is simple:**

1. Complete the *Request to Address the Board* form at the meeting.
  - Note: If the resident/owner wants to address the Board regarding a specific deed restriction letter/issue or a personal financial issue pertaining to their property please so indicate on the *Request to Address the Board* form and notify the community manager before the meeting starts. The Board will be happy to discuss these matters with the owner/resident but will only do so in Executive Session for reasons of confidentiality.
2. Raise your hand to be recognized by the Chair of the meeting, the Board President.
3. State your concern in clear simple terms, and please limit your comments to three (3) minutes
4. If someone else has already stated the concern, but you have something else to add to the concern already expressed, then please raise your hand to be recognized, however due to time restraints, the Chair may limit participation to once per owner.
5. Please don't interrupt others while they are speaking.
6. Maintenance related items are to be directed to the community manager. (Open Forum is not the correct venue to report maintenance items).
7. Please realize that while open forum is a time for you to express an opinion or concern to the Board, you may not receive an immediate response or decision. The Board will take your concerns into consideration, but may not necessarily act upon them at the meeting, unless the concern is vital to an agenda item discussion.
8. If you would like an item to be considered by the Board to be a future agenda for a decision, please submit your request or suggestion in writing at least three weeks before the next regularly scheduled Board meeting. If you only wish to verbally address the

Board, your written input can be received up until the day before the Board meeting. (Note: The Board may be unable to make decisions on items until they have completed the proper research and consider their findings).

9. Anyone attending the meeting or addressing the Board is requested to behave in a civil and adult manner. Negative behavior such as screaming, shouting, use of profanity, threats of violence against any person or their property will not be tolerated. Should this kind of behavior occur, a police report will be filed and the offending party asked to leave the meeting.

#### **Understanding Board Meeting Conduct:**

1. The Board meeting is a meeting of the Directors of the Corporation.
2. As homeowners, you have a vested interest in your community, and you elected the Board members to take care of those interests. Owners are welcomed to attend the business portion of the meeting but do not participate in the discussions or action taken by the Board.
3. Business matters come before the Board when a motion is made, and seconded. Each motion has a discussion period before a vote is taken. This discussion is to take place only between the Board members (and Management, if needed).
4. When discussion has been completed on the motion, the Board then votes on the motion before them. Thank you for your cooperation and adherence to this Open Forum Policy.

#### **CERTIFICATION**

"I, the undersigned, being the President of Oakwood Glen Association, Inc., hereby certify that the foregoing Policy was adopted by at least a majority of Oakwood Glen Association, Inc.'s Board of Directors at an open Board meeting at which a quorum of the Board was present."

By: Thomas M. Harris, President

Print Name: Thomas M. Harris

#### **ACKNOWLEDGEMENT**

STATE OF TEXAS

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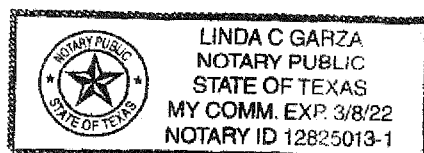
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COUNTY OF HARRIS

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BEFORE ME, the undersigned authority, on this day personally appeared the person whose name is subscribed to the foregoing document and, being by me first duly sworn, declared that he is the person who signed the foregoing document in his representative capacity and that the statements contained therein are true and correct.

Given under my hand and seal of office this the 01<sup>st</sup> day of October, 2018.



[Signature]  
Notary Public, State of Texas

RP-2018-454927  
# Pages 3  
10/03/2018 02:17 PM  
e-Filed & e-Recorded in the  
Official Public Records of  
HARRIS COUNTY  
STAN STANART  
COUNTY CLERK  
Fees \$20.00

RECORDERS MEMORANDUM

This instrument was received and recorded electronically  
and any blackouts, additions or changes were present  
at the time the instrument was filed and recorded.

Any provision herein which restricts the sale, rental, or  
use of the described real property because of color or  
race is invalid and unenforceable under federal law.  
THE STATE OF TEXAS  
COUNTY OF HARRIS

I hereby certify that this instrument was FILED in  
File Number Sequence on the date and at the time stamped  
hereon by me; and was duly RECORDED in the Official  
Public Records of Real Property of Harris County, Texas.



*Stan Stanart*

COUNTY CLERK  
HARRIS COUNTY, TEXAS

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